



Journey Toward Licensure

Becoming a licensed foster parent can feel overwhelming. Just take it one step at a time. Keep this checklist handy to track your progress or reference as you're moving forward! (You can check things off in whichever order works for you.)

- Complete orientation ([Online Orientation Presentation](#) OR [Presentación de orientación en línea – Español](#)) and take the short associated quiz to get your certificate of completion. Save this certificate to submit with your application packet.
- Complete [Caregiver Core Training \(Capacitación Básica para Cuidadores\)](#), the required eight-session course that builds your knowledge and skills. This training is offered as a self-paced eLearning through the [Alliance](#).
- Complete a certified course for [First Aid/CPR and Blood Borne Pathogens](#). During COVID-19 DCYF has allowed an exception to the in-person classroom requirement. *You will need to complete in-person First-Aid and CPR when in-person classes resume.*
- Review the [Licensing Application Checklist](#) and keep this as a reference point moving through the process. Outside of forms and training, there are additional items required, which the checklist outlines.
- Download and complete the required forms for the licensing application packet:
 - Family Home Study Application [DCYF 10-354](#)
 - Personal Information [DCYF 15-276](#) * **One per applicant**
 - Applicant Medical Report [DCYF 13-001](#) * **One per applicant**
 - Emergency Evacuation Plan [DCYF 16-204](#)
 - Financial Worksheet [DCYF 14-452](#)
- Complete the Background Authorization Form (BAF) online at <https://fortress.wa.gov/dshs/bcs/>. This link works best in Chrome internet browser. You will be provided a confirmation number/control ID for each application. ***Each applicant and anyone 16 years or older living on the premises must complete a BAF. This step should be completed very close to the date you will be submitting your application, because the confirmation number/control ID is only valid for 90 days.**
- Contact Alliance CaRES to get support, guidance and answers to any questions! Visit alliancecarescommunity.org or email us at alliancecares@uw.edu.
- When you are ready to submit your complete application including providing the BAF confirmation number or control ID, connect with your region's Licensing Division representative ([find your region here](#)):
 - Region 1 - Cristina Harris, R1LicensingDivision@dcyf.wa.gov 509-319-6807
 - Region 2 - Maria Garcia, R2LicensingDivision@dcyf.wa.gov 509-731-6171
 - Region 3 - Sheila McGowan, R3LicensingDivision@dcyf.wa.gov 360-333-2029
 - Region 4 - Emily Stence, R4LicensingDivision@dcyf.wa.gov 206-923-4967
 - Region 5 - Andrea Black, R5LicensingDivision@dcyf.wa.gov 253-281-2156
 - Region 6 - Joan O'Connell, R6LicensingDivision@dcyf.wa.gov 360-725-6765
 - Preguntas en español EspañolLicensingDivision@dcyf.wa.gov

* Once you submit your licensing application packet, you will be assigned a home study specialist and your documents will be processed, starting with the background check. Expect to receive a Fingerprint Appointment letter electronically.